

**2000 Annual Report  
Instructions for Institutions  
With Approval to Operate**



## **General Instructions**

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**2000 Annual Reports are due May 1, 2002 and become delinquent on May 31, 2002.**

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- Make copies of the forms provided or download forms using Adobe Acrobat from the Bureau's Web site located at [www.bppve.ca.gov](http://www.bppve.ca.gov).
- If you download additional forms, print them on a laser printer.
- If you submit forms in writing, print clearly using a black pen.
- Round financial information to the nearest whole dollar amount.
- Round percentages to the nearest whole number (report 87.4% as 87%).
- Fill in each field from the left to the right.
- **Do not fold completed forms**; mail in a 9" by 12" envelope.

### **The 2000 Annual Report forms include:**

- Form 2000-1 (Financial Information)
- Form 2000-2a (Educational Programs Reporting Form – Degree)
- Form 2000-2b (Educational Programs Reporting Form – Non-degree)
- Form 2000-2c (Program Completion Rates and Placement Data Reporting Form – Article 7 – Maxine Waters)
- Form 2000-3 (Attestation/Signatory Form)

For assistance with completing this Annual Report, contact the Bureau at **the Annual Report Help Line** at (916) 322-1958 or email the Bureau at [annual\\_report@dca.ca.gov](mailto:annual_report@dca.ca.gov).

## **Specific Instructions for Form No. 2000-1 (Financial Information)**

- ✓ **Block 1:** Enter your institution's school code.
- ✓ **Block 2:** Enter your institution's school name.
- ✓ **Block 3:** Enter the month your institution's fiscal year ended in 2000. Unless otherwise provided, all information in the Annual Report must be reported based on your institution's fiscal year ending in year 2000.
- ✓ **Block 4:** Enter the type of financial report that is being filed with the Bureau. Financial reports prepared on an annual basis include a balance sheet, statement of operations, statement of cash flow and a statement of retained earnings or capital. Work papers for the financial statements must be retained for **five years** from the date of this report and must be made available to the Bureau upon request after completion of the report.

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If your institution collected seven hundred fifty thousand dollars (\$750,000) or more in total student charges in its preceding fiscal year it must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants, and audited or reviewed by an independent certified public accountant who is not an employee, officer, or corporate director or member of the governing board of the institution. Complete Block Nos. 9-31 and submit copies of the audit report or review that supports the data reported in Block Nos. 9-31. If the institution is a corporation that is publicly traded on a national stock exchange, the submission of the corporation's annual report to the Bureau complies with the financial reporting requirements and Block Nos. 9-31 may be left blank.

An institution that collected less than seven hundred fifty thousand dollars (\$750,000) in total student charges in its preceding fiscal year must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants. This type of institution should complete Block Nos. 9-31 and check the box entitled "compilation." An individual with sufficient training to adhere to the required accounting principles may prepare this type of institution's financial report.

Institutions that already filed their Biennial Financial Report with the Bureau under Education Code section 94862 during the year 2000 do not need to file another financial report and may skip Block Nos. 9-31 of this Form.

- ✓ **Blocks 5-5a:** Check the box of the reporting entity. For purposes of complying with the financial reporting requirements, the Bureau may consider the financial resources of a parent corporation if the parent corporation has complied with the requirements of Education Code sections 94804(c)(1), (2).
- ✓ **Blocks 6-8:** Annual Gross Revenue means all revenue during a fiscal year such as tuition, fees, and other charges derived by an institution from any source for any education, instruction, training, or any services incident thereto. (Title 5, CCR section 74002.) Income not fitting this description should be entered in the "Other Income" block. Annual Gross Revenue does not include unearned tuition and refunds. Add Blocks 6 and 7 and enter the total amount of income in Block 8.

**Specific Instructions for Form No. 2000-2a (Degree-granting Institutions)**

- ✓ **Block 1:** Enter your institution's school code.
- ✓ **Block 2:** Enter each degree level offered during your institution's fiscal year ending in year 2000. You must complete one entire form for each degree level offered. A degree means any type of degree or honorary degree or title of any designation signifying satisfactory completion of an academic, educational, technological, or professional program of study beyond the secondary school level or is an honorary title. (Ed. Code § 94726.)
- ✓ **Block 3:** Enter the total number of students enrolled in this degree level for your institution's fiscal year ending in year 2000.
- ✓ **Block 4:** Enter the number of degrees awarded for this degree level during your institution's fiscal year ending in year 2000.

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- ✓ **Block 5:** Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment. Include a copy of your institution's schedule of tuition and fees required for each term, program, course of instruction or degree offered in your institution's fiscal year ending in year 2000. Copies or pages from your institution's year-2000 catalog, brochures or enrollment agreements may comply with this requirement.  
Note: Colleges and universities who are classified as non-profit institutions owned by a bona fide church or religious organization as described under Education Code section 94739(b)(6) only need to report information on the first five blocks of Form # 2000-2a for each degree level offered.
- ✓ **Block 6:** Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act), and complete Form # 2000-2c. Institutional programs subject to Article 7 (beginning at Ed. Code § 94850 and following) have particular data reporting requirements as specified on Reporting Form No. 2000-2c. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and the applicability of Article 7 to educational services.
- ✓ **Block 7:** Check the "yes" box and complete the rest of this form if this degree is designed to prepare students for a particular vocational, trade, or career field (e.g., law degree). If this degree level does not prepare students for a particular vocational, trade, or career field, check the "no" box and leave the remaining questions on this form blank. Remember to complete one Form # 2000-2a for each degree level your institution offered in your institution's fiscal year ending in year 2000. Complete Form # 2000-2b if applicable. If no other degrees or programs are offered, complete Form # 2000-3.
- ✓ **Blocks 8-9:** Enter the number and percentage of students who began this program and successfully completed this program. The rate is calculated by determining the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in your institution's fiscal year ending in 2000 and who successfully completed the program.
- ✓ **Block 10:** Enter the passage rates of graduates in the program in the year 2000 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students to prepare for an examination for licensure. If this block does not apply, leave it blank.
- ✓ **Blocks 11-12:** Enter the number and percentage of students who begin the program and secure employment in the field for which they were trained in your institution's fiscal year ending in year 2000. In calculating this rate, consider as not having obtained employment any graduate for whom your institution does not possess evidence documented in his or her file showing that he or she has obtained employment in the occupation for which the program is offered.
- ✓ **Block 13:** If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If no such claims are made by your institution, leave the line blank.

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**Specific Instructions for Form No. 2000-2b (Non-Degree/Vocational Institutions)**

- ✓ **Block 1:** Enter your institution's school code.
- ✓ **Block 2:** Enter each diploma program offered during your institution's fiscal year ending in year 2000. You must complete one entire form for each diploma program offered. A diploma means any certificate or document in any language, other than a degree, which signifies satisfactory completion of the requirements of an academic, educational, technological or professional program beyond the secondary school level. (Ed. Code § 94728.) Program means a program of training, set of related courses, or education for which a student enrolls. (Ed. Code § 94740.)
- ✓ **Block 3:** Enter the total number of students enrolled in this diploma program during your institution's fiscal year ending in year 2000.
- ✓ **Block 4:** Enter the number of diplomas awarded for this diploma program during your institution's fiscal year ending in year 2000.
- ✓ **Block 5(a):** Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment. Include a copy of your institution's schedule of tuition and fees required for each term, program, course of instruction or degree offered in your institution's fiscal year ending in year 2000. Copies or pages from your institution's year-2000 catalog, brochures or enrollment agreements may comply with this requirement.
- ✓ **Block 5(b):** All non-degree institutions are required to include a list of all educational services and courses of instruction offered during year 2000 in its annual report to the Bureau. (Title 5, CCR § 73850(a)(2).) Your institution's year-2000 catalog or brochures may comply with this requirement.

*Note:* Colleges and universities who are classified as non-profit institutions owned by a bona fide church or religious organization as described under Education Code section 94739(b)(6) only need to report information on the first five blocks of Form # 2000-2b for each diploma program offered.
- ✓ **Block 6:** Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act) and complete Form # 2000-2c. Institutional programs subject to Article 7 (Maxine Waters Student Protection Act) (beginning at Ed. Code § 94850 and following) have particular data reporting requirements as specified on Reporting Form No. 2000-2c. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and the applicability of Article 7 (Maxine Waters Student Protection Act) to educational services.
- ✓ **Block 7:** Check the "yes" box and complete the rest of this form if this diploma program is designed to prepare students for a particular vocational, trade, or career field. If this diploma program does not prepare students for a particular vocational, trade, or career field, check the "no" box and leave the remaining questions on this form blank. Remember to complete one Form # 2000-2b for each diploma program your institution offered in your institution's fiscal year ending in year 2000. If your institution offers no other diploma programs, continue to Form # 2000-3.

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- ✓ **Blocks 8-9:** Enter the number and percentage of students who begin this program and successfully complete this program. The rate is calculated by determining the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in year 2000 and who successfully completed the program.
- ✓ **Block 10:** Enter the passage rates of graduates in the program in the year 2000 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students to prepare for an examination for licensure. If this block does not apply, leave it blank.
- ✓ **Blocks 11-12:** Enter the number and percentage of students who begin the program and secure employment in the field for which they were trained. In calculating this rate, consider as not having obtained employment any graduate for whom your institution does not possess evidence documented in his or her file showing that he or she has obtained employment in the occupation for which the program is offered.
- ✓ **Block 13:** If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If no such claims are made by your institution, leave the line blank.

**Specific Instructions for Form No. 2000-2c (Program Completion Rates and Placement Data for Institutions Subject to Article 7 – Maxine Waters Student Protection Act)**

- ✓ **Block 1:** Enter your institution's school code.
- ✓ **Block 2:** Enter the type of program or course subject to Article 7 (Maxine Waters Student Protection Act) and offered during the two most recent calendar years ending at least eight months before reporting to the Bureau – **January 1, 1999 – December 31, 2000.** (Ed. Code §§ 94954(k), (l).) All data will be reported for this time period unless otherwise specified.
- ✓ **Block 3:** Check the "yes" box if your institution offered this program/course for at least one calendar year before January 1, 2001. If not, check the "no" box and skip the remaining sections of this form. Remember to complete one Form # 2000-2c for each course or program offered during the time period of January 1, 1999 – December 31, 2000 ("time period" – Ed. Code §§ 94954(k), (l)).
- ✓ **Blocks 4-5:** Enter the number and percentage of students who began this program, did not cancel per Education Code section 94867, were originally scheduled to complete the program during this time period and completed the program. Exclude from your computations any students who did not complete due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service.
- ✓ **Block 6:** Check the applicable box. If no students were excluded based on these criteria, check "not applicable."

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- ✓ **Block 7:** If your institution offers non-degree or vocational programs, enter the total number of students enrolled in this course during this time period.
  
- ✓ **Block 8:** If your institution offers non-degree or vocational programs, enter the total number of students who canceled as described under Education Code section 94867 during this time period.
- ✓ **Block 9:** If your institution offers non-degree or vocational programs, enter the total number of students who did not cancel and withdrew before completion of this course or educational service during this time period.
- ✓ **Blocks 10-11:** Enter the number and percentage of students who completed this program as scheduled during this time period and obtained employment starting within six months after completing the course in the occupations or job titles to which the course of instruction was represented to lead. You may exclude from your calculations a student who either: (1) decides not to obtain employment and within six months of completing this program, enrolls in another program to continue his or her education in an area that is related to this program, or (2) is in possession at the completion of this program of a valid U.S. Immigration and Naturalization Service Form I-20. (Ed. Code § 94854(n).) For the purpose of calculating this employment placement rate, you may count a student as "employed after graduation" who drops out of this program after completing 75 percent of this program because the student has obtained employment which lasts for a period of at least 60 days in the occupations or job titles to which this program of instruction is represented to lead (no more than 10 percent of your total students can be counted as placed after graduation using this method). (Ed. Code § 94854(o).)
- ✓ **Block 12:** Check the appropriate box.
- ✓ **Block 13:** If your institution used this category to exclude students from its employment placement reporting on Blocks 10-11, enter the number of students excluded based on this category. If this category was not used, leave this line blank.
- ✓ **Block 14:** If your institution used this category to exclude students from its employment placement reporting on Blocks 10-11, enter the number of students excluded based on this category. If this category was not used, leave this line blank.
- ✓ **Block 15:** If your institution used this category to count students in its employment placement reporting on Blocks 10-11, enter the number of students counted based on this category. If this category was not used, leave this line blank.
- ✓ **Block 16:** If your institution makes any express or implied claim about the salary that may be earned after completing this program of instruction, such as a claim that the student may be able to repay a student loan from the salary received, disclose the percentage of students who were originally scheduled to complete the program in the year 2000 and who earn salaries at or above the claimed level. If no such claims are made, leave the line blank. (Ed. Code § 94859 (a)(2)(D).)
- ✓ **Block 17:** If No. 16 applies, disclose the ranges of monthly salaries earned by these students in two hundred dollar (\$200) increments. Also, please specify the number of students in each salary range reported. Attach additional pages if necessary.
- ✓ **Block 18:** If your institution represented in any manner that the program of instruction might lead to employment in an occupation or job title for which a state licensing examination is required, disclose the pass rate of graduates on any licensure or certification examination

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required by the state for the particular occupation or job title in the year 2000. (Ed. Code § 94859(a)(2)(E).) If no such claims were made, leave the line blank.

Remember to complete one Form # 2000-2c for each course or program subject to Article 7 that your institution offered during the applicable time period. If your institution offers no other courses or programs, continue to Form # 2000-3.

**Specific Instructions for Attestation/Signatory Form # 2000-3**

Due to recent changes in law, Education Code section 94808 now requires that all annual reports contain a statement indicating whether your institution is or is not current on its payments to the Student Tuition Recovery Fund (Ed. Code § 94945). If your institution is a non-degree granting or vocational institution or an institution that offers educational services subject to Article 7, your institution's Annual report needs to be signed under penalty of perjury by an individual with personal knowledge of the facts set forth in the report (e.g., Officer, Director, Owner).